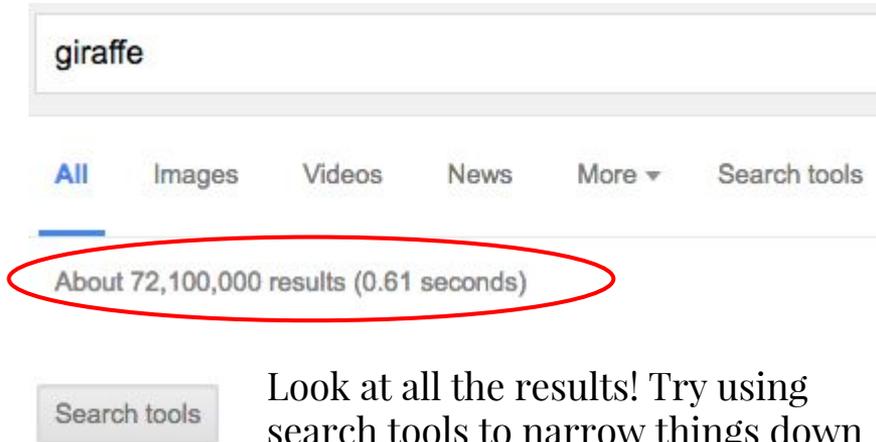


Google Tips & Tricks

For new teacher orientation 2016

Jordan Ewert

Google Search Options



You can narrow by using “Search tools” which can filter by time published or by verbatim.

* *Verbatim* directs user to a new search results page that include ALL the search terms, exact spelling, even the tenses of the verbs.

More useful options

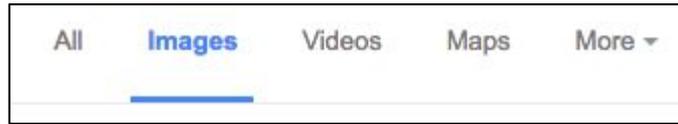
- Sort by *Type* (images, videos, news, more...)
- Within each *type*, there are more options for search (ex. Image rights for image search)
- Use custom *Operators* (see next slide)

Search for Animated Gifs

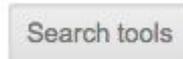
You can search for animated gifs in Google by the following 4 step process.

1. Make your search (ex. “Two thumbs up”)

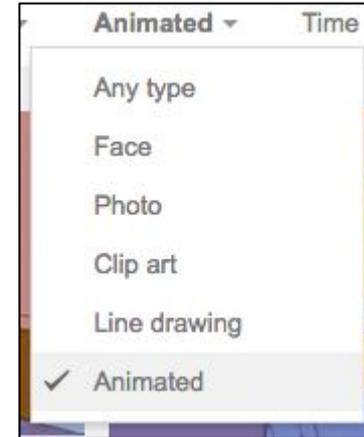
2. Selecting images



3. Selecting **Search Tools**



4. Selecting **Animated** from the type menu



Custom Search Operators

Include the following inside your Google search:

@ = search social tags or email addresses

\$ = find prices. Use two periods without spaces (..) to find a range, (ex. \$50..\$100)

= find popular hashtags for trending topics

- = when you use a dash before the word you can *exclude* search terms

“ = searches *exact* phrase when you place “ on both sides of the term

* = this is a wildcard, it acts as a placeholder (ex. A * saved is a * earned)

Search for specific file types

Typing in **filetype:ppt** (for example) will only display search results of powerpoints.

Just like the `site:website` search command, this works for browsing specific file types.



Use Google as a Dictionary



define: pangea

Web Images Videos Maps Books More Search tools

About 7,010,000 results (0.29 seconds)

Pangea, also spelled Pangaea, in early geologic time, a "supercontinent" that incorporated almost all of Earth's landmasses and covered nearly one-third of Earth's surface. It was surrounded by a global ocean called Panthalassa. **Pangea** was fully assembled by the Early Permian Period, some 270 million years ago.

[Pangea \(supercontinent\) -- Encyclopedia Britannica](https://www.britannica.com/EBchecked/topic/441211/Pangea)
www.britannica.com/EBchecked/topic/441211/Pangea

[Feedback](#)

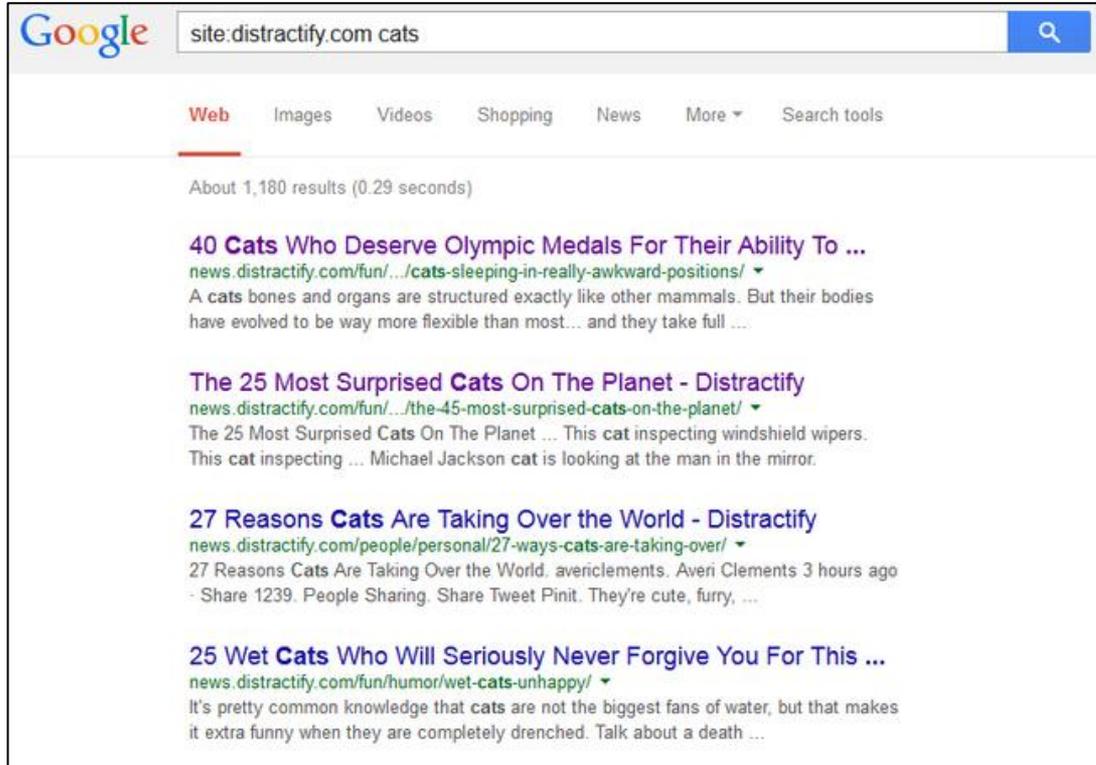
[Pangaea - Wikipedia, the free encyclopedia](#)
en.wikipedia.org/wiki/Pangaea

Pangaea or **Pangea** was a supercontinent that existed during the late Paleozoic and early Mesozoic eras. It formed approximately 300 million years ago and ...

[List of supercontinents](#) - [Panthalassa](#) - [Supercontinent](#) - [Supercontinent cycle](#)

Typing “define:” before the word will define your word instantly!

Search within a site



The screenshot shows a Google search interface. The search bar contains the text "site:distractify.com cats". Below the search bar, there are navigation tabs for "Web", "Images", "Videos", "Shopping", "News", "More", and "Search tools". The "Web" tab is selected. The search results are displayed below, showing "About 1,180 results (0.29 seconds)". The first four results are listed with their titles, URLs, and brief descriptions.

Google site:distractify.com cats

Web Images Videos Shopping News More Search tools

About 1,180 results (0.29 seconds)

40 Cats Who Deserve Olympic Medals For Their Ability To ...
news.distractify.com/fun/.../cats-sleeping-in-really-awkward-positions/
A cats bones and organs are structured exactly like other mammals. But their bodies have evolved to be way more flexible than most... and they take full ...

The 25 Most Surprised Cats On The Planet - Distractify
news.distractify.com/fun/.../the-45-most-surprised-cats-on-the-planet/
The 25 Most Surprised Cats On The Planet ... This cat inspecting windshield wipers. This cat inspecting ... Michael Jackson cat is looking at the man in the mirror.

27 Reasons Cats Are Taking Over the World - Distractify
news.distractify.com/people/personal/27-ways-cats-are-taking-over/
27 Reasons Cats Are Taking Over the World. avericlements. Averi Clements 3 hours ago - Share 1239. People Sharing. Share Tweet Pinit. They're cute, furry, ...

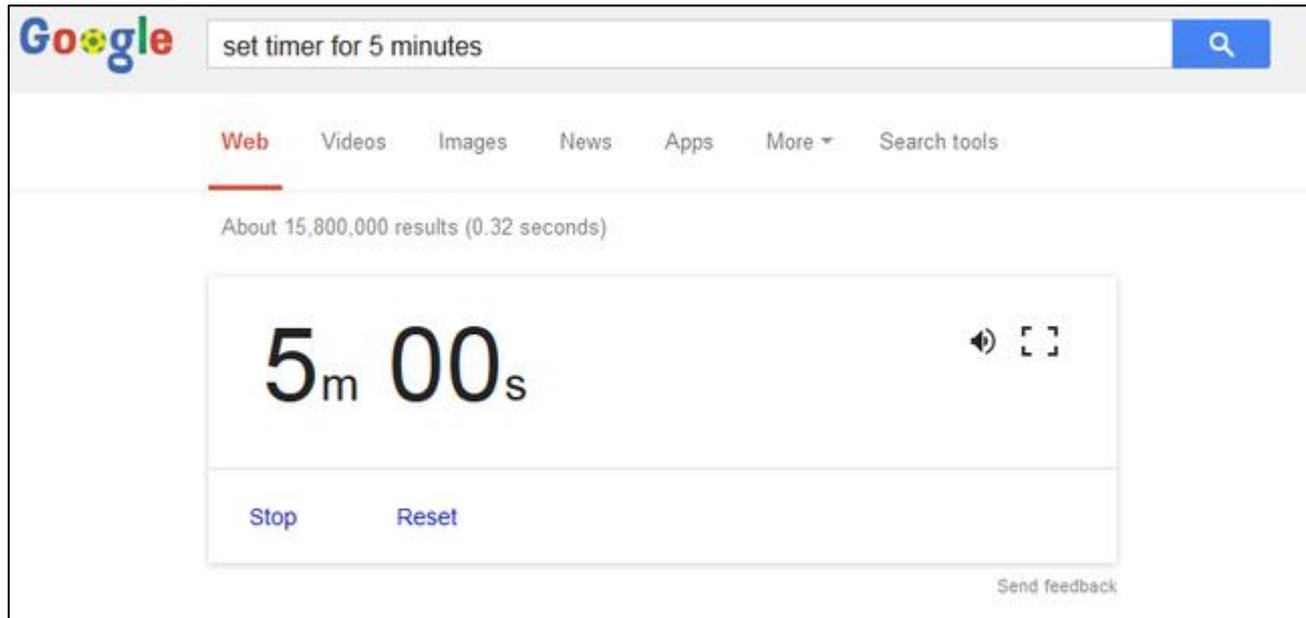
25 Wet Cats Who Will Seriously Never Forgive You For This ...
news.distractify.com/fun/humor/wet-cats-unhappy/
It's pretty common knowledge that cats are not the biggest fans of water, but that makes it extra funny when they are completely drenched. Talk about a death ...

Here is one last quick tip on searches. If you want to restrict a search within a specific website add the **site:** before your search as shown.

Site:website search-term

Using Google to set a timer

Type in “set timer for X minutes” and...



Bookmarks in Chrome

Look for the ☆ or ★.

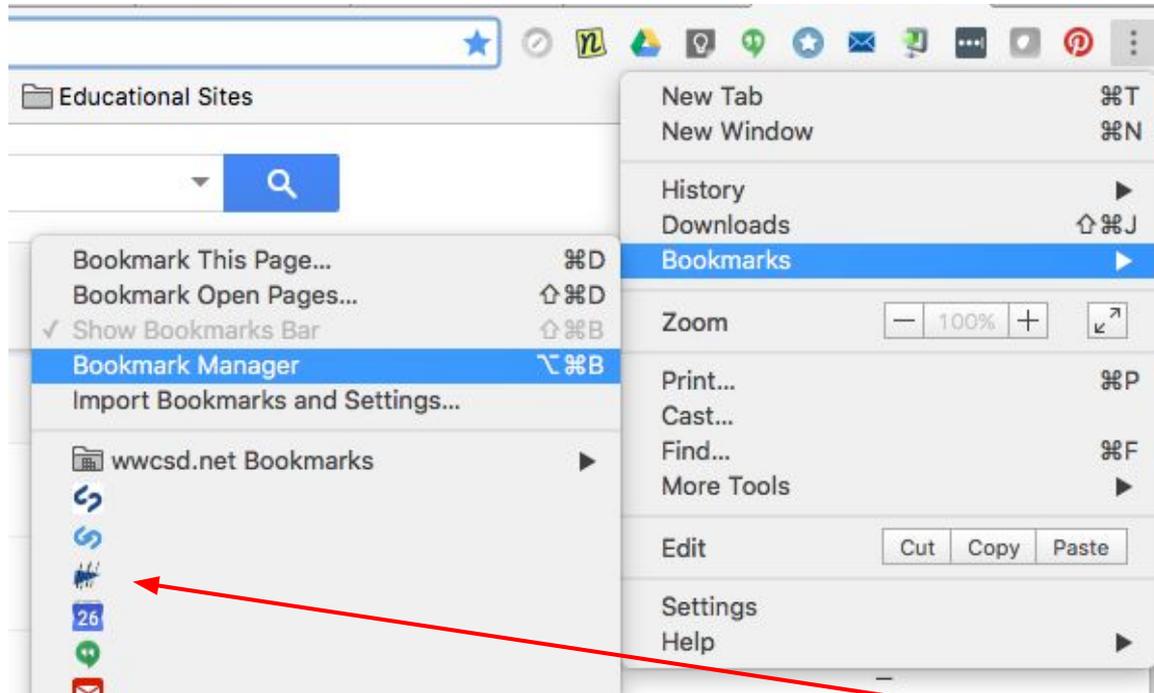
The empty star means it's not yet a bookmark. The filled star means it is.



After you bookmark a site you can organize it, like I have here.

- It's a good idea to bookmark <https://drive.google.com/> as I have circled here, so you can get to your drive in just one click.

Organizing your Bookmarks



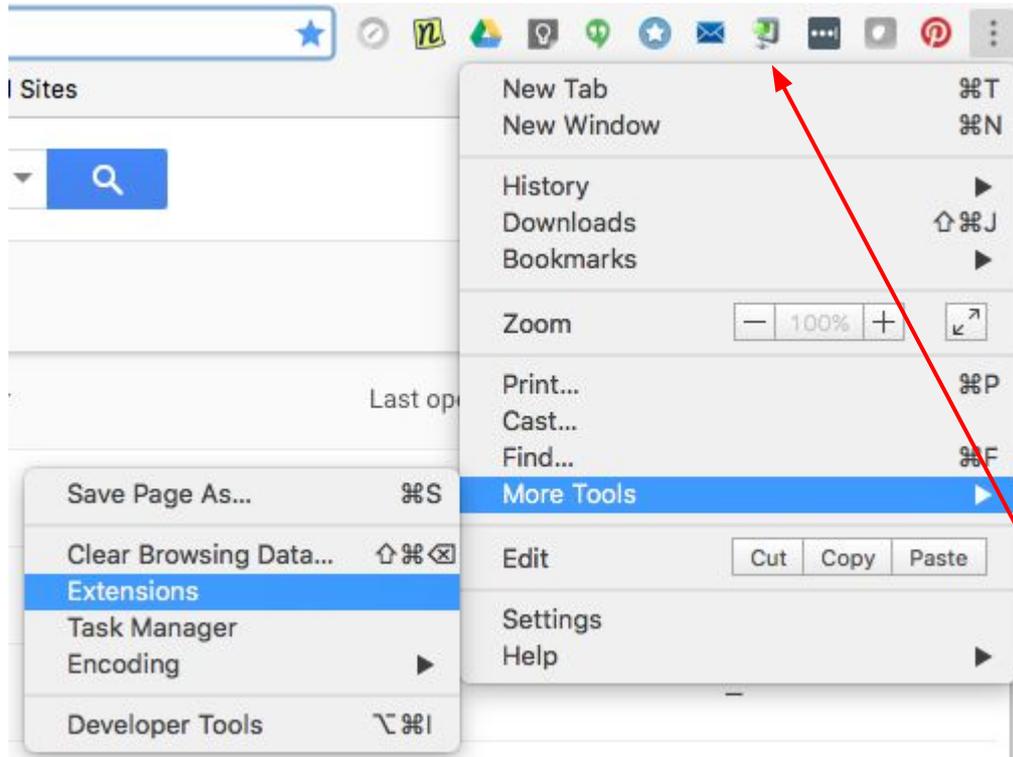
Click the  icon at the very right of Chrome to access your **Bookmarks**

From here you can organize your Bookmark Manager.

* Tip: To get only an icon in your bookmark bar just remove the name of the site.

Extensions

Visit chrome.google.com/webstore to browse extensions



Extensions are dependent on the Google Chrome browser... and do not work on Safari, Firefox, or Internet Explorer.

Look under **More Tools** and then **Extensions** to manage extensions (turn them on or off)

Here is a list of my extensions

What Google can do for you

Did you know you can ask Google questions and get answers right back to you?

There are too many to list... click this link and see some examples.

goo.gl/UKReUc

Ex. searching “50% of 2345” in Google will show an on-screen calculator and give you the answer. This quick search feature is also really good for conversions.

Open a new tab

You can open a new window by using “N” instead of “T” (as in **n**ew window)

On a PC or Chromebook: Ctrl + T

On a Mac: Cmd + T

Get that tab back!

This works for opening back up an entire window as well (with multiple tabs)

On a PC or Chromebook: Ctrl + Shift + T

On a Mac: Cmd + Shift + T

Keyboard Shortcuts in Calendar

previous date range: **k** or **p**

next date range: **j** or **n**

jump to today: **t**

create event: **c**

delete event: **Backspace** or **Delete**

search: **/**

(day): **1** or **d**

(week): **2** or **w**

(month): **3** or **m**

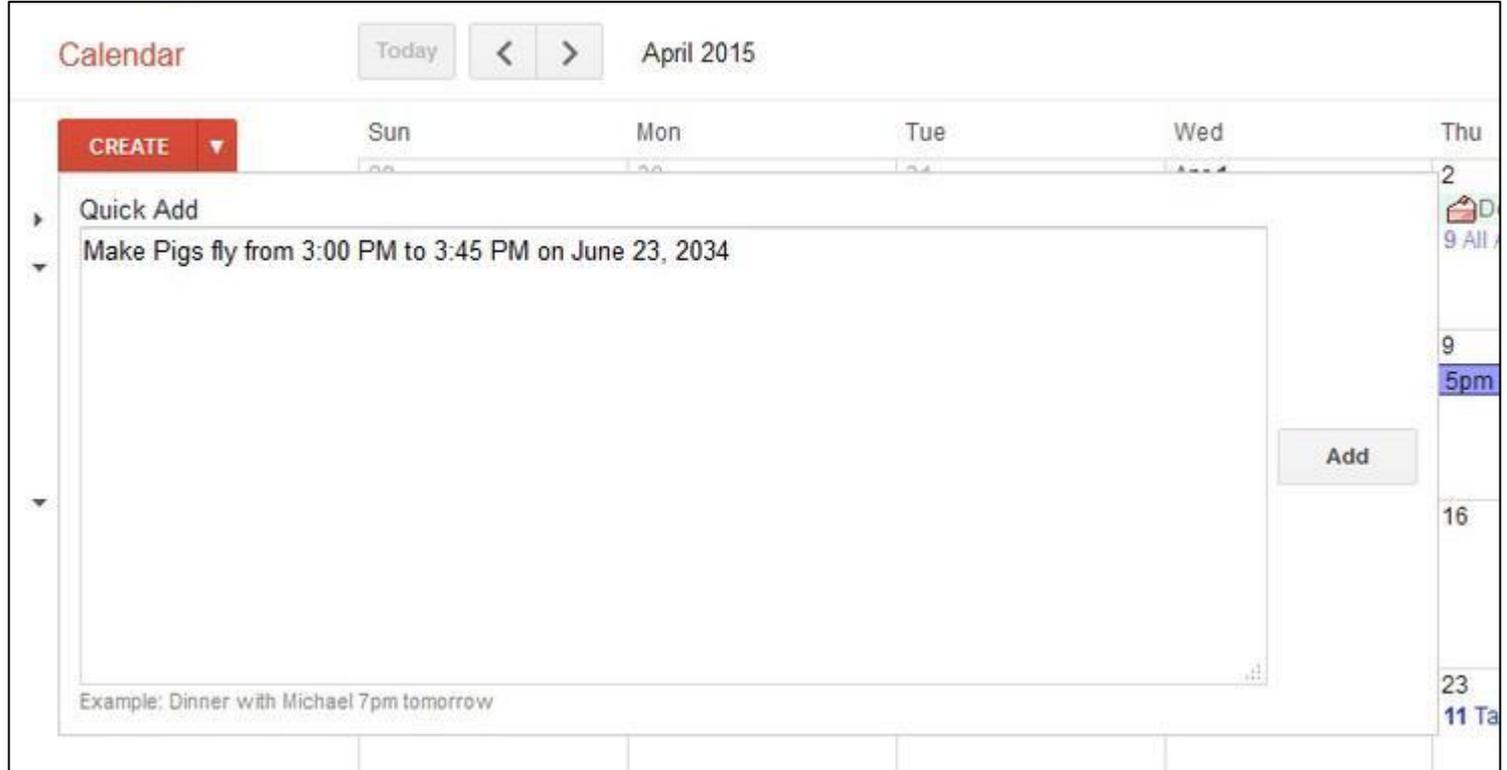
(4 days): **4** or **X**

(agenda): **5** or **a**

Calendar Events & Sharing

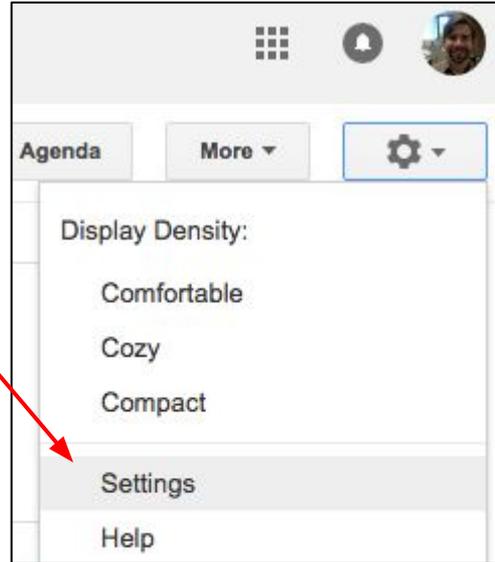
**Quick add
an event**

Typing in
the time
will create
the time.



Get an Agenda email

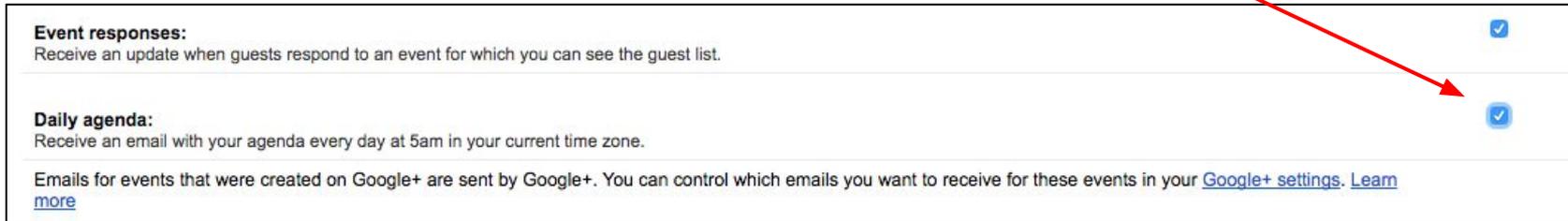
- 1) Check your settings in Calendar



- 2) Edit your specific calendar notifications



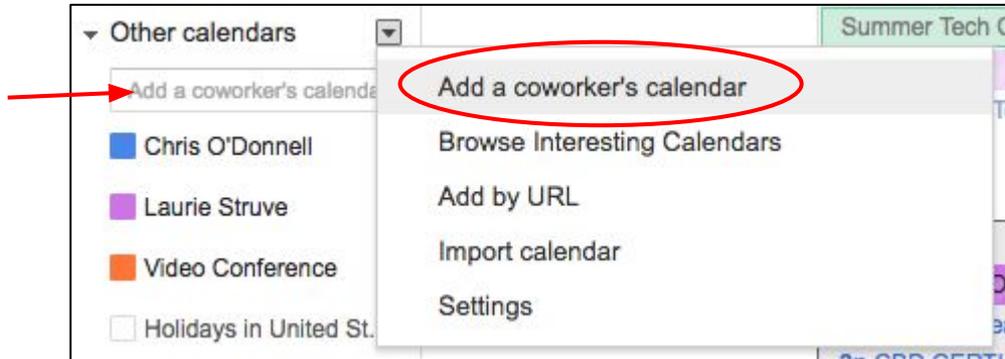
- 3) Select "Daily agenda"



Add a Coworkers Calendar to Yours

Yes, you can—with their permission—add a layer of their events to your calendar.

Enter the
email here

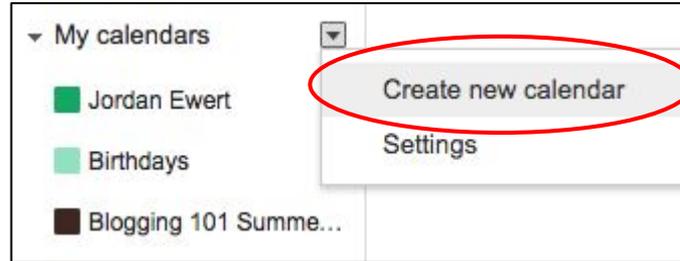


Other options,
such as a shared
calendar with
URL

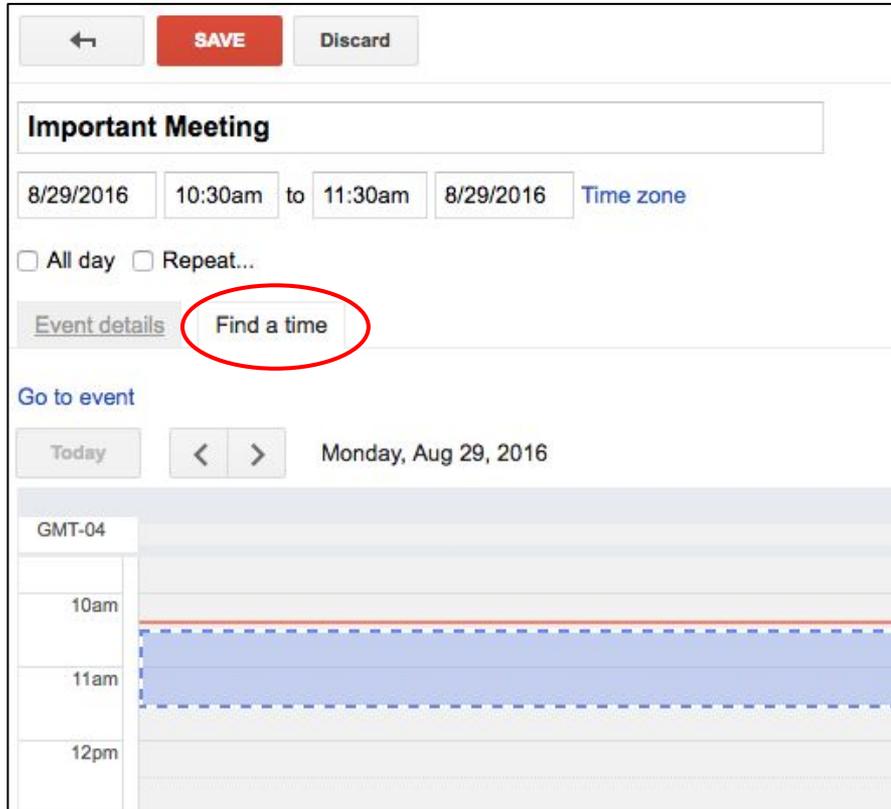
Create a New Calendar

If you want a calendar for something else, like a specific class, you can do so by creating a new calendar.

All of your calendars will show up by toggling on/off.

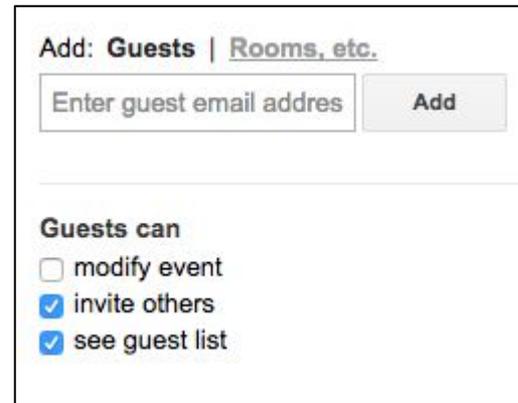


Scheduling an Event, Find a time that works for everyone



The screenshot shows a calendar scheduling interface. At the top, there are buttons for navigation (left arrow), **SAVE** (in a red box), and **Discard**. Below this is a text input field containing "Important Meeting". The date and time are set to "8/29/2016 10:30am to 11:30am 8/29/2016" with a "Time zone" link. There are checkboxes for "All day" and "Repeat...". Below these are two tabs: "Event details" and "Find a time", with the latter circled in red. A "Go to event" link is also present. The calendar view shows "Today" as "Monday, Aug 29, 2016" in the GMT-04 zone. A blue event block is visible from 10am to 11am, with a red line above it and a dashed blue line below it.

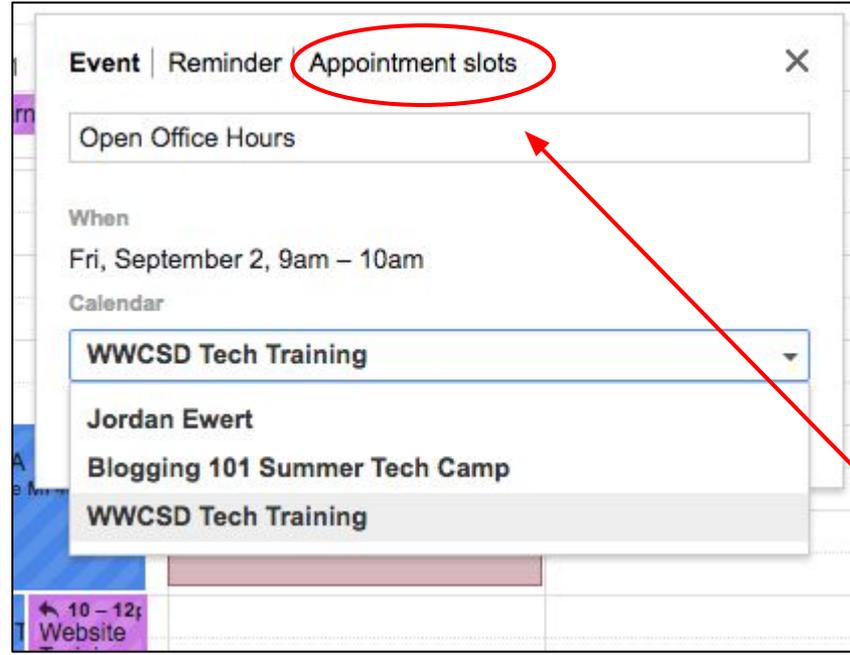
When creating a calendar select “find a time” and add your collaborators. If they’ve approved their calendar to share with you would see all their events.



The screenshot shows the "Add: Guests | Rooms, etc." section. It features a text input field labeled "Enter guest email address" and an "Add" button. Below this is a section titled "Guests can" with three checkboxes: "modify event" (unchecked), "invite others" (checked), and "see guest list" (checked).

Setting up Email Appointments

- 1) Create a time slot by clicking and dragging your event or by creating one.



- 2) Create a time slot by clicking and dragging your event or by creating one.

***Select this!**

- 3) Select the **correct calendar**, and modify your settings if you need to.
- 4) Optional... select “**Repeat...**” and repeat weekly/monthly/etc.

Create appointment slots on calendar: WWCS D Tech Training

This calendar's appointment page: <https://calendar.google.com/calendar/selfsched?sstoken=UUdGVTYzMG5FZDZZfGRIZmF1bHR8ZDdiMTIz>

Title: Open Office Hours
This title will be used for any appointment slot booked from this block.

Add: **Guests** | Rooms, etc.
Enter guest email address

Time block: 9/2/2016 9:00am to 10:00am 9/2/2016 Repeat...

Type: Offer as a single appointment slot
 Offer as slots of: 30 minutes

Where: Building ABC

Description:

Guests can:
 modify event
 invite others
 see guest list

Last Slide! Goo.gl URL shortener

Search Chrome extensions for “url shortener” or “google shortener”

<https://chrome.google.com/webstore/category/extensions>



The screenshot shows a Chrome extension card for "goo.gl URL Shortener". On the left is a dark grey icon with a green "ADDED" ribbon and a computer monitor. The text reads "goo.gl URL Shortener" and "offered by mattiamaestrini.com". Below that is the description: "Shorten url with goo.gl, the Google URL shortener, and share with many different service!". On the right, there is a green "★ RATE IT" button, the category "Social & Communication", and a star rating of five stars with "(2438)" reviews.

- 1) Have your link open in Chrome
- 2) Click the extension  and your URL will be shortened!